



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## OSH CERTIFIED SAFETY & HEALTH SPECIALIST

Job Number: 20000861

Job Code: 33780V161016

Job Group: 3300 - HEALTH INSPECTION

Job Established: 11/16/2008

Job Revised: 10/16/2016

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides technical, scientific advice to agency management in regard to the most difficult safety and health issues and conducts safety and health audits related to the most complex processes. Directs and evaluates the activities of less experienced consultants during safety and health audits as well as manages their training and professional development. Audits new training programs and prepares reports for management. Serves as the expert onsite advisor during safety and health partnership audits. Conducts conferences and seminars for the regulated public; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

See Special Requirements.

#### **EXPERIENCE:**

Must have five years of professional experience in the occupational safety and health field.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

NONE

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be certified as a Certified Industrial Hygienist (CIH) by the American Board of Industrial Hygiene, AND must be certified as a Certified Safety Professional (CSP) by the Board of Certified Safety Professionals. <http://www.abih.org/> and <http://www.bcsp.org>  
Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification.

Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Reviews and analyzes reports and training programs generated for the Division and makes determinations of their scientific and regulatory accuracy. Independently audits onsite industrial hygiene and safety processes and operations and prepares analytical reports. Directs the activities of less experienced safety and health consultants during extensive facility audits related to Partnership Program activities. Reviews consultative survey reports developed for clients of the Division as needed. Conducts and oversees the training and professional development of new hires and advises Division management of their readiness for independent work. Conducts on the job reviews of safety and health consultants and prepares analysis for Program Managers. Develops information for the Division Director related to the impact of newly adopted OSH regulations on the Division's human and technological resources. Develops and presents training to the public and Division staff on emerging safety and health issues. Serves as designated advisor to the Director of OSH Compliance related to abatement of the most difficult safety and health issues.

**UNIQUE PHYSICAL REQUIREMENTS:**

This may include climbing, crawling, standing or walking for long periods of time and exposure to chemicals and potentially harmful or hazardous materials.

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

When conducting facility audits, employees in this class are exposed to the same working conditions as those employed at the workplace. Frequent travel is required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Employees in this class are required to undergo yearly physical examinations to ensure they are physically capable of performing the essential duties of the position, capable of safely utilizing required personal protective equipment without posing a hazard to themselves or others, medically fit for the use of respiratory protection, and to ensure compliance with the medical requirements of occupational safety and health standards pursuant to 29 CFR 1910.134 adopted by 803 KAR 2:308. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*